STATE LICENSING BOARD FOR RESIDENTIAL AND GENERAL CONTRACTORS GENERAL CONTRACTOR DIVISION

237 Coliseum Drive Macon, GA 31217 Phone: 478-207-2440 Fax: 866-888-9718

www.sos.state.ga.us/plb/contractors

GENERAL DIVISION EXAMINATION APPLICATION FOR A QUALIFYING AGENT – LIMITED TIER ***GENERAL INFORMATION***

THE APPLICATION AND REQUIRED FEE SHOULD BE MAILED TO THE ADDRESS SHOWN ABOVE. ALL SUPPORTING DOCUMENTS SHOULD BE ATTACHED TO AND SUBMITTED WITH THE APPLICATION.

The application must be completed in ink

TO CHECK YOUR LICENSE APPLICATION STATUS ONLINE, PLEASE PROVIDE YOUR EMAIL ADDRESS ON THE APPLICATION WHERE REQUESTED. ACKNOWLEDGMENT OF RECEIPT OF YOUR APPLICATION WILL BE SENT BY EMAIL. YOUR EMAIL ADDRESS WILL NOT BE SHARED WITH ANY THIRD PARTY.

COMPLETED

LICENSES REOUIRED

Licenses are required of persons who contract for any residential (residential-basic or residential-light commercial) or general contracting business. See O.C.G.A. § 43-41-2 from the Board's Law, as well as the Board's Rules for definitions.

1. INCOMPLETE APPLICATIONS CANNOT BE PROCESSED AND WILL BE

RETURNED. Applications are valid for one year. Check or money order should be made payable to "State Licensing Board for Residential and General Contractors." As provided by O.C.G.A. § 16-9-20, a \$40.00 service fee will be assessed on dishonored checks.

- 2. **APPLICATION FEE.** Submit non-refundable fee of \$200.00 with application.
- 3. REQUIREMENTS FOR LICENSURE
 - Must be a minimum of 21 years old.
 - Must be of good character and otherwise qualified as to competency, ability, integrity, and financial responsibility.
 - Must comply with one of the following:
 - (a) Four year degree from an accredited college or university in engineering, architecture, construction management, building construction or related field acceptable to the Division <u>and</u> one year of work experience as or in the employment of a general contractor or other proven experience deemed substantially similar by the Division; **or**
 - **(b)** Combination of college level academic accredited courses and proven practical experience working as or in the employment of a general contractor or other proven experience deemed substantially similar by the Division equaling at least four years in the aggregate; **or**
 - **(c)** Total of at least four years of proven active experience working in a construction industry related field, at least two of which shall have been as or in the employment of a general contractor, or other proven experience deemed acceptable by the Division and at least one of which shall have been in or relating to administration, marketing, accounting, estimating, drafting, engineering, supervision, or project management, or functions deemed substantially similar by the Division.

- Must submit to the Board, *in a sealed envelope*, an official transcript, diploma, or certification from accredited college, university, or technical school attended if you are applying based on education ((a) or (b) above).
- Must submit, in support of (a), (b), or (c) above, at least one letter of recommendation from a registered or licensed Architect or Engineer or other as approved by the Board that shall follow the guidelines provided in Forms C-1 through C-3 attached.
- Must complete the Consent Form (Form B) granting permission to the Board for a background check, including criminal history, and submit it *with your application* to the Board office.
- Must furnish a list of all persons, entities, and businesses with which the applicant will be affiliated. Please include principal officers, titles, and contact information.
- Must **submit with your application** a Certificate of Insurance in the name of the business organization showing proof of general liability insurance in a minimum amount of \$500,000 per occurrence. The business organization must also show proof of workers compensation insurance, if the business organization is currently required by Georgia law to carry such.

LAW AND RULES

Read the law and rules thoroughly before completing the application. See the complete law and rules at the Board's website: www.sos.state.ga.us/plb/contractors. You are responsible for knowing the laws and rules for your profession.

VETERANS' PREFERENCE POINTS

Veterans may be eligible for Veterans' Preference Points on their examination if they served on active duty in the Armed Forces, Reserves or National Guard for at least 90 days during wartime or during any conflict when military personnel were committed by the President and either served on active duty for at least one year or were discharged for injury or illness incurred in the line of duty. To apply for veterans' preference points, submit a completed copy of the DD-214 form with the application.

DISABILITY ACCOMMODATION

Persons who have a disability and may require accommodation should either: a) contact the Board office or b) visit our website (click the link to "download forms") to obtain the "Request for Disability Guidelines" form.

KEEP A COPY OF YOUR APPLICATION MATERIALS.

All original materials will be maintained by our office and not returned to you.

EXAM

FOR BOARD USE ONLY
Amount Submitted \$
Date/Initials
Receipt #



FOR BOARD USE ONLY
License #
Date Issued
Applicant #

State Licensing Board for Residential and General Contractors 237 Coliseum Drive Macon, GA 31217 478-207-2440 (Phone) 866-888-9718 (Fax)

www.sos.state.ga.us/plb/contractors

Application for a Qualifying Agent Applying for Licensure as a General Contractor – Limited Tier

Obtained By Examination

\$200.00 Non-refundable application fee

Checks returned for insufficient funds will be assessed a \$40 service charge pursuant to O.C.G.A. § 16-9-20

<u>DISABILITY</u>-If you have a disability and may require an accommodation, you must contact the Board office or visit our website to obtain the REQUEST FOR DISABILITY ACCOMMODATION GUIDELINES.

<u>VETERANS' PREFERENCE POINTS</u>- Veterans may be eligible for special benefits in testing. Must submit a completed DD-214 Form.

The application must be completed in ink

APPLICANT INFORMATION:

1.	Name:			
	Last	First	Middle	Maiden
2.	Mailing Address:			
If y	Stree) our mailing address is a P. O. Bo	et) (Apt#) x, you must also provide a physic		y/State/Zip Code)
	(2)	(1) N		
If y	(Street) ou are granted a license, your na	(Apt #) me, mailing address and license n	(City/State/Zip C umber are public information.	Code)
3.	Telephone #: ()	Other #: ()	Email	l:
4.	*This information is authorized	er*: to be obtained and disclosed to s et seq., 42 U.S.C.A. § 551 AND 20	tate and federal agencies pursu	
6.				qualified alien under the

. *Name and type of Business	s Organization:_		
☐ Partnership/LLP ☐ L☐ Joint Venture ☐ C	LC Corporation	n (please list state of inc	corporation):
			which can be found on the Secretary of documentation proving the existence of
* Submit on a separate sheet, attached to this a licensed general contractor. "Affiliated with" by serving as a qualifying agent.	application, the names of a means by way of employn	all persons, entities and busines ent, ownership, serving as an o	ss organizations you will be affiliated with as a owner or director, partnership, or membership or
8. Physical Business Address	S:		
	(Street)	(Apt #)	(City/State/Zip Code)
9. Federal ID#:			
10. Business Telephone #: ()	11. Fax #: ()
	QUALIFYING.	AGENT AFFIDAVIT	•
I,	, of		, certify that I am
the Owner Officer	Partner of said bus	Company Name) siness organization and	l possess binding authority for the
business organization and do her	eby appoint		to act as
	general contractor authority for all on the State of Geo struction matter to such construct	's license. I further a construction work porgia and that the ines, including contraction matters, for each	ttest that the individual performed by the business
I understand that should the qual- agent affiliated with the business division of the termination of the agent's affiliation to employ anoth qualifying agent.	organization, the burelationship and sh	usiness organization shall have 120 days from	nall promptly notify the appropriate the termination of the qualifying
(Owner/Officer/Partner	Signature)		(Title)
Subscribed before me this	day of		, 20
W. G		(Notary Public)
My Commission Expires:			
(Seal)			

<u>Work Experience Information</u> (must list as requested in the chart below 1 to 4 years of experience depending upon which eligibility requirement you meet under Board Rule 553-4-.06(3)(c)(1), (2), or (3)). **Please have attached Employment Affidavit (Form A) completed and submit it along with this application.** NOTE: You may sign the affidavit as both the applicant and contractor ONLY if you have been self-employed for the required amount of years. Additionally, you must provide at least one letter of recommendation as provided for in Form C attached. ALSO NOTE: The chart below is NOT for specific project information, but for dates of employment. That is, the dates you have been employed with the employer listed in the first column, NOT the dates you began and completed a particular project.

Employer Name & Address	Direct Supervisor (If you are owner of business, list "self".	Employment Dates (beginning date to end date)	Position/ Title	Type of Work Performed

Education Information required ONLY IF qualifying under Board Rule 553-4-.06(3)(c)(1) or (2): (four year baccalaureate degree in the field of engineering, architecture, construction management, building construction, or other field acceptable to the division or academic credits from any accredited college-level courses and proven practical experience working as or in the employment of a general contractor or other proven experience deemed substantially similar by the division equaling at least four years in the aggregate)

	me/Address of technical school, college or university attended (attach additional sheet if cessary):
a.	Dates Attended:
b.	Major or field studied:
(M off	Degree Awarded: Diploma/Certificate Bachelor's Doctorate Masters ust submit with this application, in a sealed envelope from the appropriate institution, an icial transcript, diploma, or certification from accredited college, university, or technical nool.) NOTE: This documentation is only needed if you are applying using education in some fashion.

Financial Responsibility (To be answered by the applicant)

1.	 Does the business organization for whi 	ch you are applying as a qualifying agent have a
	minimum net worth of \$25,000.00?	
	☐ Yes ☐ No	

2.	Has the business organization for which you are applying as a qualifying agent paid all state and federal income taxes, payroll withholding taxes, and unemployment taxes, as required by law, for the previous three years? \square Yes \square No
3.	Have you paid all judgments, taxes, student loans or child support payments as required by law? Yes No
4.	Have you (as an individual or business entity) ever filed for bankruptcy, been subjected to an involuntary petition for bankruptcy, been adjudged bankrupt, or sought protection under the bankruptcy laws during the last 10 years? Yes No
	If you answered "No" to question 2 or 3 above, please enclose with this application complete information with respect to all circumstances and the final result, if such has been reached. A "No" answer does not necessarily mean a license will not be granted. However, the State Licensing Board for Residential and General Contractors may request additional documentation if the information submitted is insufficient. If you answered "Yes" to question 4, submit written explanation and all pertinent court documents and schedules filed with the bankruptcy court.
5.	Does the business organization for which you are applying as a qualifying agent currently carry worker's compensation insurance as required by state law? \[\textstyle \text{Yes (Attach Certificate of Insurance)} \textstyle \text{No} \textstyle \text{N/A (Less than 3 employees)}
6.	Does the business organization for which you are applying as a qualifying agent currently carry general liability insurance in a minimum amount of \$500,000? Yes (Attach Certificate of Insurance from insurer)
<u>Ge</u>	eneral Information (To be answered by the applicant)
1	. Are you at least 21 years of age? Yes No
2	and financial responsibility? Yes No Please note that completion of and submission to the Division of this application provides your consent for the Division to perform a background check on you. Thus, you must complete the attached Consent Form (Form B) and submit it along with this application.
3	B. Do you meet the eligibility requirements under Board Rule 553-406(3)(c)(1)(2) or (3)? ☐ Yes ☐ No
4	Have you ever taken and passed the NASCLA exam? Yes No If Yes, when did you take the exam? and in which State?
5	been given first offender status for the commission of a felony, misdemeanor, or any offense other than a minor traffic violation? (DWIs & DUIs are not minor traffic violations) Yes* No *If you answered "Yes" you must submit to the Board the following: a) a certified copy of
	*If you answered "Yes", you must submit to the Board the following: a) a <u>certified</u> copy of conviction/sentencing document(s) from the Court before which you were convicted and
	sentenced, signed by the presiding judge, and showing said conviction and sentence; AND, if applicable, b) a statement (on official letterhead) from your probation/parole officer regarding your current status/completion of any probation/parole

6. Have you ever had revoked or suspended or otherwise sanctioned any professional license issued by any board or agency in Georgia or in any other state? Yes* No *If you answered "Yes" regarding sanctions from another board, you must request that the licensing board or agency send a certified copy of the action taken against your license with relevant supporting documents to the Board's office.
7. Have you ever been denied issuance of or, pursuant to disciplinary proceedings, denied renewal of a professional license by any board or agency in Georgia or in any other State? Yes* No *If you answered "Yes" to this question, please attach an explanation.
APPLICANT AFFIDAVIT:
I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Board for which I am applying for licensure and I agree to abide by these laws and rules.
By executing this affidavit under oath, as an applicant for a professional license, as referenced in O.C.G.A. § 50-36-1, administered by the Professional Licensing Boards Division, the undersigned applicant also verifies one of the following with respect to his/her application for a public benefit (check one):
1)I am a United States citizen. Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or document as indicated on the Board's website.
2)I am not a United States citizen, but I am either a legal permanent resident of the United States or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.
The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.
In making the above representations under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute. I also understand that any failure to make full and accurate disclosures may result in disciplinary action by the Board for which I am applying for licensure.
Applicant's Signature
Print Name
State of County of
Subscribed and sworn to before me thisday of
Signature of Notary Public My commission expires

7

(Seal)

IMPORTANT NOTICE: Please submit this $\underline{unstapled}$ and $\underline{unfolded}$ application in a 9 X 12 envelope.



STATE LICENSING BOARD FOR RESIDENTIAL AND GENERAL CONTRACTORS

State of Georgia
Professional Licensing Boards
237 Coliseum Drive
Macon, GA 31217-3858
Telephone: (478) 207-2440

Fax: (866) 888-9718
Web Site: www.sos.state.ga.us/plb/contractors

TO BE COMPLETED BY EMPLOYER AND RETURNED TO APPLICANT

GENERAL CONTRACTOR EMPLOYMENT AFFIDAVIT

O.C.G.A. §§ 43-41-6(d)(3)(A), (B) and (C) state:

"[To be eligible as a general contractor, a person must have] (A)... received a baccalaureate degree from an accredited four-year college or university in the field of engineering, architecture, construction management, building construction, or other field acceptable to the division **and has** at least one year of proven experience working as or in the employment of a general contractor or other proven experience deemed substantially similar by the division; (B) . . . a combination acceptable to the division of academic credits from any accredited college-level courses and proven practical experience working as or in the employment of a general contractor or other proven experience deemed substantially similar by the division equaling at least four years in the aggregate. ... or (C) . . . a total of at least four years of proven active experience working in a construction industry related field, at least two of which shall have been as or in the employment of a general contractor, or other proven experience deemed acceptable by the division and at least one of which shall have been in or relating to administration, marketing, accounting, estimating, drafting, engineering, supervision, or project management, or functions deemed substantially similar by the division."

AFFIDAVIT			
I,			
	(General Contractor)		
solemnly attest and affirm tha		pplicant)	
meets the above stated requing Section 43-41-6(d)(3)(A)		d)(3)(B)	or Section 43-41-6(d)(3)(C)
(Applicant's Signature)	-	(Contra	actor's Signature)
Sworn to before me this	day of	, yea	r
My Commission Expires:		(Notary	y Public)
(Seal)			
Employment Affidavit			

12/05/08

Form A



OFFICE OF SECRETARY OF STATE PROFESSIONAL LICENSING BOARDS DIVISION 237 Coliseum Drive Macon, Georgia 31217

Macon, Georgia 31217 (478) 207-2440

CONSENT FORM

I hereby authorize the State Licensing Board for Residential and General Contractors ("Board") to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

Full Name (Print)

Physical Add	ress (P.O. Boxes N	IOT Accepted)	
Sex	Race	Date of Birth	Social Security Number
a of the follo	wing must be check	zad•	
_	wing must be check rization is valid for 9	xed: 90/180/ (circle one) day	s from date of signature.
This autho	rization is valid for 9	90/180/ (circle one) day	onsent to the Board to perform periodic
This autho	rization is valid for 9	90/180/ (circle one) day	onsent to the Board to perform periodic
This autho	rization is valid for 9	90/180/ (circle one) day	onsent to the Board to perform periodic

Special licensure provisions (check if applicable):

Working with mentally disabledWorking with elder care

____ Working with children

Consent Form

3/11/11

Form B



State Licensing Board for Residential and General Contractors State of Georgia Professional Licensing Boards 237 Coliseum Drive Macon, Georgia 31217-3858

Telephone: (478) 207-2440 Fax: (866) 888-9718

Web-Site: www.sos.state.ga.us/plb/contractors

REFERENCE FOR GENERAL CONTRACTOR

APPLICANT SECTION (one form for each project is required – photocopy as necessary) Full Name: _____ 1. List a commercial project in which you, as contractor, had general oversight and primary management responsibility for its successful performance and completion. Include project name, approximate size (sf), date, and dollar value of the commercial project you and the Architect or Engineer (of record) worked on together during the qualifying experience time period (completed within five years of the date of application or other approved by the Board): 2. Do you have at least two years experience coordinating multiple trades? Yes (List the trades below) [] No 3. Do you have at least one year of experience holding a position in or relating to administration, marketing, accounting, estimating, drafting, engineering, supervision, or project management? Yes No, Explain: 4. If you are a specialty contractor, do you have experience with real property improvements? Yes (List and describe the improvements you have completed) [] N/A (Not a Specialty Contractor)

FORM C-1

	(Print Name of Applicant)		(Applicant's Signature)	
	Subscribed and sworn to before me th	isday of	, 20	
	Notary Public Sign	ature		
	My commission expires:			
	(Seal)			
_				
ARCHI	ITECT SECTION (To be completed by the	e architect/engineer of	record)	
contrac	your opinion, did the applicant reasonably sting on the above mentioned project(s)? [] No, Explain:	demonstrate the abilit	es, skills, and knowledge of general	
to the a	ed upon the foregoing, do you recommer applicant, pursuant to the successful comps [] No, Explain:			
	ase provide any further explanation or cor egrity:	nments regarding the a	applicant's abilities, skills, knowledge,	
<u>Perso</u> r	n Completing Architect/Engineer or O	ther Reference's Info	rmation:	
Name:		E-Mail:		
Addres	S:	License/Registration	#:	
		State of Issuance: _		

AFFIDAVIT

l,	, solemnly attest and affirm that
(Signature of Architect, Engineer or other as approved by the Board)	
the above mentioned information is true to the best of my known	owledge.
Subscribed and sworn to before me thisday of	, 20
Notary Public Signature	
My commission expires:	
(Seal)	

APPLICANT: PLEASE CHECK THE FORM OF IDENTIFICATION BELOW THAT YOU POSSESS. RETURN THIS FORM ALONG WITH A COPY OF YOUR APPROPRIATE DOCUMENTATION.

Name See althorise to the property of the pro
Secure and Verifiable Documents Under O.C.G.A. § 50-36-2 Issued August 1, 2011 by the Office of the Attorney General, Georgia
The Illegal Immigration Reform and Enforcement Act of 2011 ("IIREA") provides that "[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law's website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General." O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.
The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.
A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
A driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:
http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36- 2(b)(3); 8 CFR § 274a.2]
A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

